



AGENDA  
ITEM # 6a

Office of the TOWN MANAGER  
**MICHAEL MANISCALCO, MPA**  
mmaniscalco@easthamptonct.gov

## MEMO

### TOWN COUNCIL

Patience Anderson  
*Chairperson*  
Ted Hintz, Jr.  
*Vice Chairman*  
Peter Brown  
Melissa Engel  
Mark Philhower  
Josh Piteo  
Kevin Reich

TO: Town Council  
FROM: Michael Maniscalco, Town Manager  
DATE: 5/6/16  
SUBJECT: UTV Bid Approval

In last year's capital budget, \$20,000 was approved for the Fire Department to purchase a UTV for off road rescues. Staff developed an RFP and put the project out through the DAS website for bids. Bids were received and opened on 5/5/16. The Town received two Bids and has reviewed both of them with the Fire Chief. Based on his recommendation and the fact that it is the lowest bidder, staff are recommending the Town Council award the bid to Cofiell's Sport & Power of Glastonbury, CT in the amount of \$19,068.96.

The second bid was from Shipman's Fire Equipment Co. Inc. of Waterford, CT in the amount of \$21,330.

### ***ACTION:***

The Council can make a motion to award the bid to Cofiell' Sport & Power of Glastonbury, CT in the amount of \$19,068.96 for the purchase of a UTV.



May 10, 2016

Ms. Patience Anderson, Chairman  
East Hampton Town Council

Re: Request to Abandon Approximately 650 Feet of Abbey Road Extension

Dear Ms. Anderson,

As the Planning and Zoning Official for the Town of East Hampton, it is my responsibility to continually consider the long term impacts of today's decisions to the Town of East Hampton. Regarding the request to abandon a portion of Abbey Road Extension, I have reached out to other Town Departments have received the following input:

- 1) The East Hampton Department of Public Works has reviewed the proposal and determined that it would not be in the best interest of the Town to abandon the road based on the following:
  - **Town receives Town Aid to Roads** for approximately .15 miles of Abbey Road Ext. Removing this would result in a quantifiable (albeit small) reduction in State Aid. We believe the Town should preserve a future asset if/when Stagecoach Run is extended.
  - **Future development** of Stagecoach Run, with no outlet, could be a safety hazard; giving up the possible connection of these two roads would remove an invaluable resource from the Town.
  - **East-West travel would be limited** to Rte. 66 and Gadpouch Road, possibly impacting public safety.
  - **No benefit to the Town, just expenses:** Developer Rand requested abandonment in 2004, response from then Town Manager, who explained, "the lengthy process should the Council consider this request, a legalistic procedure, i.e., staff reports, Planning and Zoning report to the Council, notification to all abutting property owners and a Public Hearing." The process was not pursued in 2004.
- 2) The East Hampton Fire Marshall and Fire Department Chief have given the opinion that at the present time there is no impact of the abandonment, but stated that if parcels on Stage Coach Run are further developed, emergency access would be limited.

Based on my discussions and research, my recommendation would be to maintain Abbey Road Extension as Town property for the following reasons:

- This right-of-way is part of a larger east-west corridor from the Portland Town Line to Champion Hill Road and although is not currently maintained, is an asset to the Town for the future as few east-west transportation corridors exist in Town other than Route 66.

- Several large parcels exist along Stage Coach Run; eliminating Abbey Road Extension permanently creates a situation where these lots can only be accessed from the west and could inhibit emergency response if the parcels are further developed (see attached map).
- There does not appear to be any cost to the town in keeping ownership of this corridor and there is no apparent benefit to the Town in abandoning the Right of Way.

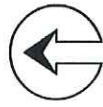
As an alternative, the Town Council may choose to abandon this portion of the corridor. If that decision is made, there is a Statutory eight month appeal period in which any aggrieved party may appeal the decision. At the end of the eight month period, new surveys will need to be filed in the Town for the four surrounding properties showing the new parcel lines in compliance with the East Hampton Zoning Regulations

Thank you for allowing me to review this proposal and offer my recommendation.

A handwritten signature in blue ink, appearing to read "Jeremy DeCarli", is written over a horizontal line.

Jeremy DeCarli  
Planning and Zoning Official





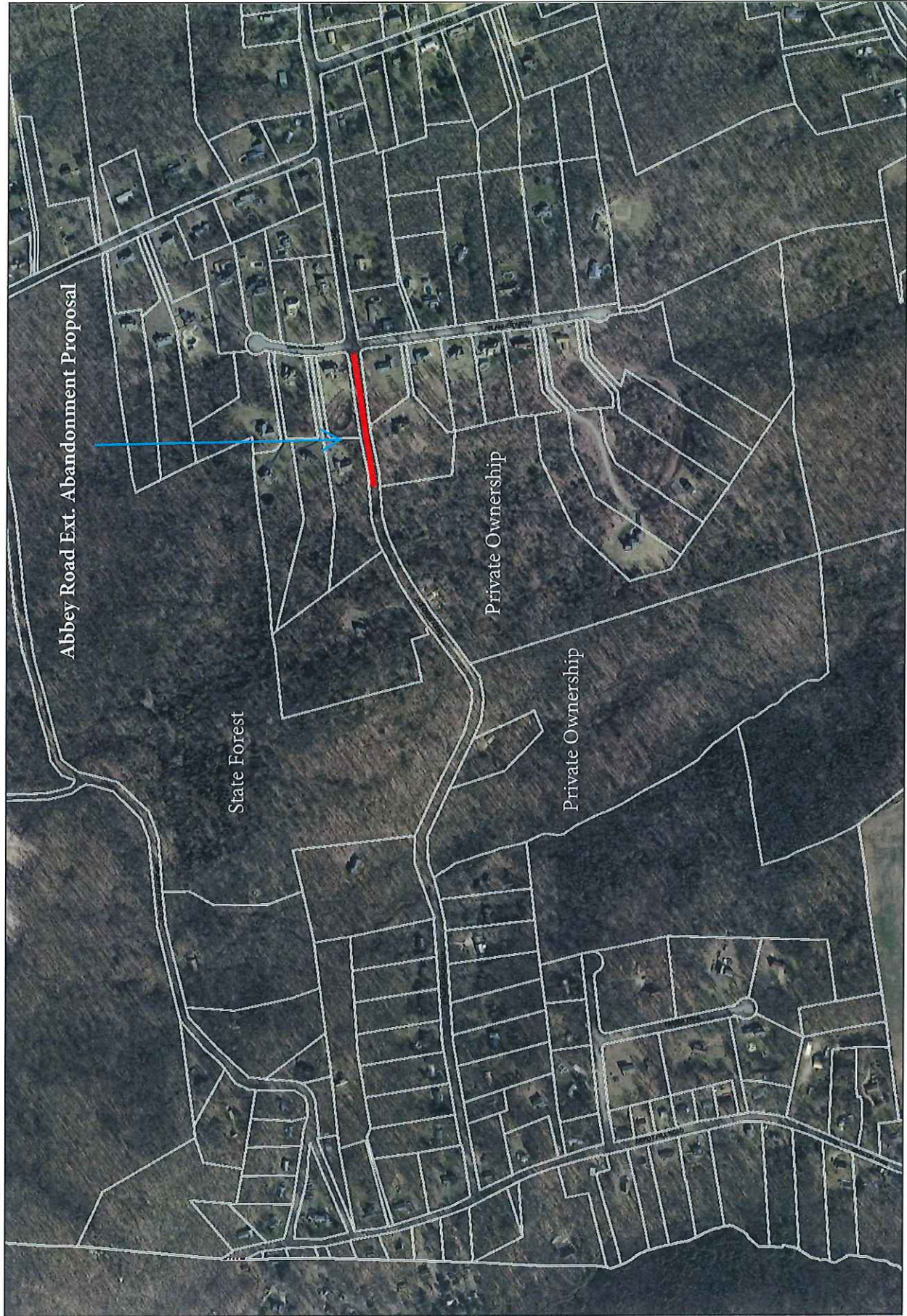
1:4992  
1"=416'

# Abbey Road Extension



5/6/2016 9:30:57 AM

The information depicted on this map is for planning purposes only. It is not adequate for legal boundary definition, regulatory interpretation, or parcel-level analyses.







## MEMO

TO: Town Council

FROM: Jeremy Hall, Parks & Rec Director

CC: Michael Maniscalco, Town Manager

DATE: 5/6/16

SUBJECT: SEAMSTER PARK EVALUATION & RECOMMENDATION

At the recommendation of the Town's insurance carrier we had a safety evaluation done of the playground at Seamster Park. The full report is included in your packet. In summary, the report finds that a majority of the equipment found on the playground needs to be removed, replaced or repaired for safety purposes. As a result, staff are recommending the removal and replacement of the playground. Below is a funding plan developed by staff in conjunction with the Parks and Recreation Advisory Board as well as an estimated timeline.

- Funding Plan
  - Budget \$160,000
  - \$32,000 or 20% through fundraising efforts
    - Hop-a-thon
    - Bingo night
    - Auction
  - \$64,000 or 40% through in-kind donations from businesses, clubs and individual donations.
  - \$64,000 or 40% through Grants and/or Town Funds
- Time Line
  - Beginning May 2017-Demolition of old Playground
    - completed through volunteer efforts
  - End of May 2017-Redevelopment of new Playground
    - Meghan and sons Inc. will help with design
  - June 2017-Completion of new playground

**\*All dates are subject to change as we will not start demolition until we have enough funding to start building the new playground.**



Drop in Location:  
240 Middletown Avenue  
East Hampton, CT 06424







## **Playground Inspection Report**

20 Smith Street  
East Hampton, CT

Inspected by:

Timothy L. McCarty, MSc, CSP, ARM, ALCM, CWSA, CXLT, CPSI, CSSM

Risk Control Manager

Trident Insurance Company

Inspection Date: April 5, 2016

Report Date: May 4, 2016

## Introduction

Trident Public Risk Solution's Risk Control Department was asked to review the Playground at 20 Smith Street in East Hampton, Connecticut by the Recreation Director, Jeremy Hall. The inspection was conducted on April 5, 2016 utilizing a standard set of probes and projection gauges, caliper, angle gauge and length measuring devices. Documents that were referenced in the inspection include:

ASTM F1487-11: Standard Consumer Safety Performance Specification for Playground Equipment for Public Use

U.S. Consumer Product Safety Commission: Public Playground Safety Handbook

U.S. Access Board: Accessible Play Areas, A Summary of Accessibility Guidelines for Play Areas

This report will highlight areas of improvement as observed at the time of the survey. There were a number of areas on the playground that had design deficiencies as some of the play equipment is dated and does not meet the present criteria. Additionally, the deficiencies with the surfacing and some of the recommendations revolve around improper maintenance. A periodic maintenance and inspection program will be important moving forward to ensure that the playground is kept in a condition that is as hazard free as possible to protect the children utilizing it.

The playground does not currently meet the requirements of the ADA for accessibility. Should a major renovation be undertaken or a new playground be installed, the playground would need to be made accessible under the ADA guidelines.

**Important Note:** Until such time as this playground is brought into compliance with all applicable standards, highlighted in this report or not, the playground should be closed for use and secured in such a manner as to deny access to anyone.



## Definitions

**Barrier** — An enclosing device around an elevated platform that is intended to prevent both inadvertent and deliberate attempts to pass through the device.

**Composite Structure** — Two or more play structures attached or functionally linked, to create one integral unit that provides more than one play activity.

**Critical Height** — The fall height below which a life-threatening head injury would not be expected to occur.

**Designated Play Surface** — Any elevated surface for standing, walking, crawling, sitting or climbing, or a flat surface greater than 2 inches wide by 2 inches long having an angle less than 30° from horizontal.

**Embankment Slide** — A slide that follows the contour of the ground and at no point is the bottom of the chute greater than 12 inches above the surrounding ground.

**Entanglement** — A condition in which the user's clothes or something around the user's neck becomes caught or entwined on a component of playground equipment.

**Entrapment** — Any condition that impedes withdrawal of a body or body part that has penetrated an opening.

**Fall Height** — The vertical distance between the highest designated play surface on a piece of equipment and the protective surfacing beneath it.

**Footing** — A means for anchoring playground equipment to the ground.

**Full Bucket Seat Swing** — A swing generally appropriate for children under 4 years of age that provides support on all sides and between the legs of the occupant and cannot be entered or exited without adult assistance.

**Geotextile (filter) Cloth** — A fabric that retains its relative structure during handling, placement, and long-term service to enhance water movement, retard soil movement, and to add reinforcement and separation between the soil and the surfacing and/or sub-base.

**Guardrail** — An enclosing device around an elevated platform that is intended to prevent inadvertent falls from the elevated surface.

**Infill** — Material(s) used in a protective barrier or between decks to prevent a user from passing through the barrier (e.g., vertical bars, lattice, solid panel, etc.).

**Loose-Fill Surfacing Material** — A material used for protective surfacing in the use zone that consists of loose particles such as sand, gravel, engineered wood fibers, or shredded rubber.

**Preschool-Age Children** — Children 2 years of age through 5 years of age.

**Projection** — Anything that extends outward from a surface of the playground equipment and must be tested to determine whether it is a protrusion or entanglement hazard, or both.

**Protective Barrier** — See Barrier.

**Protective Surfacing** — Shock absorbing (i.e., impact attenuating) surfacing material in the use zone.

**Protrusion** — A projection which, when tested, is found to be a hazard having the potential to cause bodily injury to a user who impacts it.

**Roller Slide** — A slide that has a chute consisting of a series of individual rollers over which the user travels.

**School-Age Children** — Children 5 years of age through 12 years of age.

**Slide Chute** — The inclined sliding surface of a slide.

**Stationary Play Equipment** — Any play structure that has a fixed base and does not move.

**Supervisor** — Any person tasked with watching children on a playground. Supervisors may be paid professionals (e.g., childcare, elementary school or park and recreation personnel), paid seasonal workers (e.g., college or high school students), volunteers (e.g., PTA members), or unpaid caregivers (e.g., parents) of the children playing in the playground.

**Toddlers** — Children 6 months through 23 months of age.

**Tube Slide** — A slide in which the chute consists of a totally enclosed tube or tunnel.

**Unitary Surfacing Material** — A manufactured material used for protective surfacing in the use zone that may be rubber tiles, mats, or a combination of energy absorbing materials held in place by a binder that may be poured in place at the playground site and cures to form a unitary shock absorbing surface.

**Upper Body Equipment** — Equipment designed to support a child by the hands only (e.g., horizontal ladder, overhead swinging rings).



Use Zone — The surface under and around a piece of equipment onto which a child falling from or exiting from the equipment would be expected to land. These areas are also designated for unrestricted circulation around the equipment.

## **General Observations**

The playground is typical for a community built, wooden structure from approximately 20 years ago. As originally built, the playground did not meet the existing standards of the day. With age the condition of the playground has deteriorated and created additional hazards that could lead to injury. This report will highlight general observations as well as specific equipment related issues.

Our understanding is that the playground is considering being removed and replaced with a new play structure. This may be the most cost effective way to address the numerous hazards and concerns on the playground.

### **Pressure Treated Lumber**

This play structure is constructed of pressure treated lumber which leaches toxic materials into the soil and exposes children to these materials. The playground will need to be completely sanded to remove all splintered, weathered and otherwise compromised. The sanding process will need to take place by a qualified contractor using respirators and dust capturing equipment to minimize exposure to dust or leaving residual dust on the playground. Once sanded the entire structure will need to be sealed to prevent any potential contact with the wood surfaces.

### **Surfacing**

Several test areas on the playground indicated an unacceptable depth of surfacing materials around the play structures. At most, I found 2" of bark chips. Surfacing is one of the leading causes of injuries as children falling/jumping off equipment are not provided with adequate cushioning and can break bones or have concussions. The surfacing materials will need to be excavated out from around the equipment and replaced with a suitable depth of material as can be found in the ANSI or CPSC standards.

### **Out of Compliance Play Elements**

The play structure contains play elements that are out of compliance with the standards today and several were out of compliance when the structure was built. These elements will need to be removed and the gaps or holes in the play structure filled in to prevent a fall hazard. These will be highlighted in the following section.

### **Age Appropriateness & Signage**

The standards specify that play structures be identified with signage that designates what age range the equipment is designed for:

Toddler: Ages 6 – 23 Months

Pre-School: Ages 2 – 5 Years

School Age: Ages 5-14 Years

Different age-appropriate equipment needs to be separated into separate play areas that have some sort of a barrier between them. The current play structure has multiple play areas all co-joined, which presents a high risk of injury to the younger children using the equipment. There does not appear to be a way to correct this hazard, but it is a significant issue of non-compliance with the standards.

Additionally, there is no notification or warning signage as required by the standards.

### **Supervision Sight Lines**

Playgrounds require supervision of children while playing. This is required to be posted in signage and is clearly spelled out in the standards. The playground layout is required to support this through having clear lines to sight so that those who supervise the children can maintain visual contact at all times. The nature of the existing play structure does not allow for this function, nor could it be modified to be in compliance.



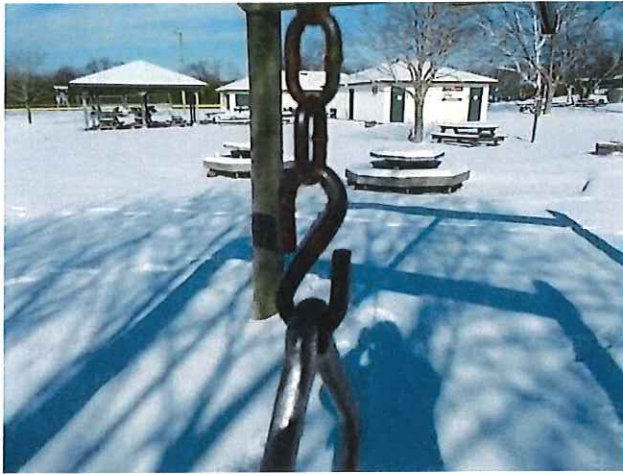
## Specific Equipment Inspection Findings



The bolt heads and exposed thread ends of the bolts, in addition to the nuts, pose an entanglement hazard and must be modified to cover or recess them in compliance with the standards. These should be addressed throughout the play structure.



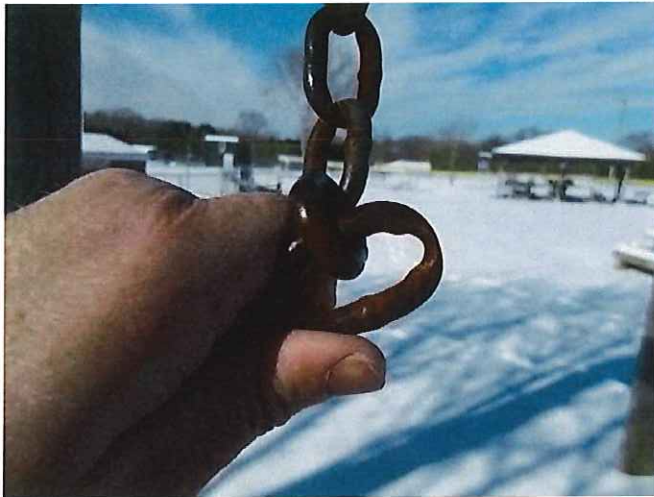
The bolt heads and exposed thread ends of the bolts pose an entanglement hazard and must be modified to cover or recess them in compliance with the standards.



The S-hooks throughout the playground are out of compliance and present an entanglement hazard. They need to be replaced or repaired and brought into compliance with the standards.



The maximum distance of the chain and handle on the track slide is in excess of the standard of 7" and should be modified to bring it into compliance.



Excessive wear was noted on a number of the elements which exposes the users to a failure hazard. All components should be inspected and elements showing over 25% wear should be replaced.



This floating platform and its support elements needs to be removed from the play structure. This type of element, by its design, does not allow for an adequate use zone.





The overhead rings need to be removed as the chain loop and handle arrangement is not approved for use in addition to the horizontal distance from the platform to the rings is not appropriate. If the element is to be rebuilt, the standards should be consulted for design and construction.



This balance element needs to be removed as it does not meet the standards.



This balance element needs to be removed as it does not meet the standards.



The slide needs to be removed and the opening in the barrier blocked off as the slide isn't in compliance with the standards,

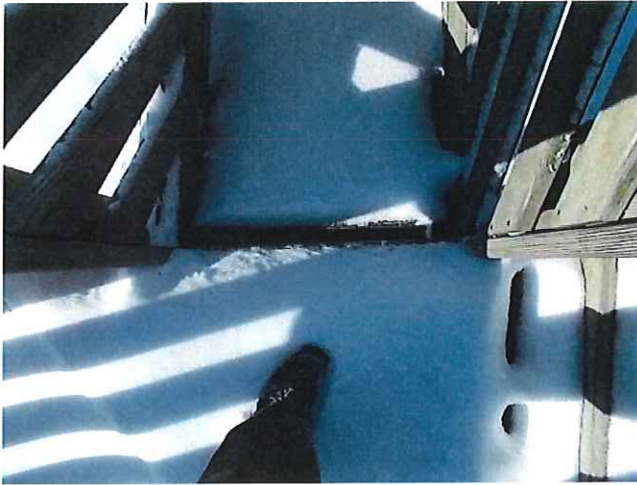


The slide needs to be removed and the opening in the barrier blocked off as the slide isn't in compliance with the standards,



The tire element needs to be removed and the platform surface decked over as this element doesn't meet the standards.





The gaps on the swinging bridge are too large and present a crushing hazard. They should be in-filled so that a 0.62 inch rod can not be inserted at any point of the movable components.



The rope climber needs to be removed as this type of component is not allowed on the playground in its configuration. The opening needs to be blocked off with a barrier.



The sliding pole needs to be removed as it does not meet the dimensional criteria for this type of play element.



The circular slide needs to be removed as it has numerous hazards that include; sharp edges, gaps, bolt ends creating entanglement hazards, clearance issues and dimensional criteria that all render it unsuitable for use.



All loose screws, nails and other fasteners must be re-secured flush to the surface.



This play element and its support structure need to be removed as it does not meet the standards for use zone criteria.





The mounting plates need to be altered to bring the elements flush with the surface and prevent an entanglement hazard.



This section of the playground should have in-fill added to eliminate the entrapment hazard that carries the risk of death.



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This section of the playground should have in-fill added to eliminate the entrapment hazard that carries the risk of death.



All horizontal balance beam elements, whether movable or stationary need to be removed as there is not adequate clearance to other elements to constitute an adequate use zone.





All bolt heads need to be adequately recessed to prevent an entanglement hazard.



Nail heads and sharp corners throughout the play structure need to be removed or controlled in such a way as to remove the hazard.



This surface needs to be re-engineered or removed so that it does not constitute a play surface as it currently does.



This musical play element needs to be removed as does not, and did not in its original form, meet the requirement of the standards. It presents a protrusion hazard, an entanglement hazard and sharp corners.



The tops of all the barriers need to be reconfigured so that they present less than a 2"x2" horizontal surface which is defined as a play surface.



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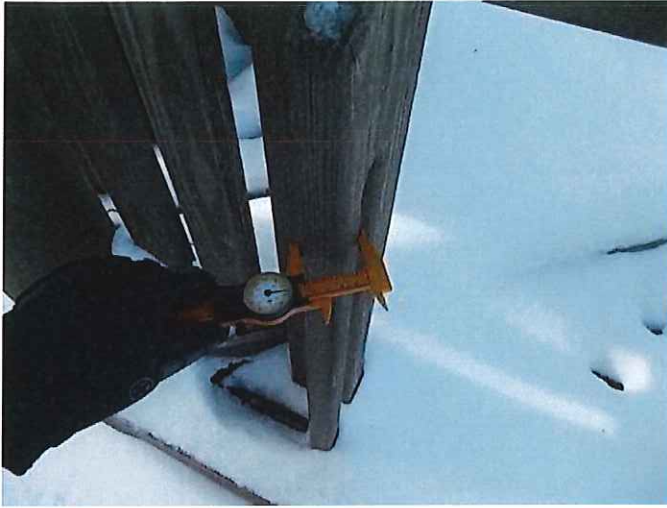




The tops of all elements need to be reconfigured so that they present less than a 2"x2" horizontal surface which is defined as a play surface.



The hose element needs to be removed as it poses an entrapment hazard. The tire climber access needs to be removed as the attachment method introduces a hazard.



All handrails need to be re-sized so that they fall into the 0.95-1.55" range that is acceptable under the standards.



The multi-axis swing needs to be removed as the use zone overlaps the adjoining structure.

Trident Public Risk Solutions provides the above program information in order to reduce the risk of insurance loss and claims. The information provided is not intended to include all potential controls or address any insured specifically. Trident also does not warrant that all loss and/or claims will be avoided if the program information is followed. By providing this information, Trident in no way intends to relieve the insured of its own duties and obligations, nor is Trident undertaking, on behalf of or for the benefit of the insured or others, that the insured's property or operations are safe, healthful, or in compliance with any law, rule or regulation. Insured's remain responsible for their own efforts to reduce risks and should consult their own legal counsel for appropriate guidance.



Discrimination or harassment can take many forms. It may be, but is not limited to: words, conduct, adverse job action, intimidation or physical contact/violence.

## 2. Sexual Harassment

While all forms of discrimination and harassment based on an individual's legally protected characteristic are prohibited, it is the Town's policy to emphasize that sexual harassment is illegal. Sexual harassment includes, but is not limited to the following:

- Making unwelcome sexual conduct or requests for sexual favors as a condition of an employee's continued employment; or
- Using an employee's submission to or rejection of such conduct as the basis for making employment decisions (e.g., promotions, raises); or
- Creating a work environment in which conduct of a sexual nature interferes with an individual's work performance or creates an atmosphere that is intimidating, hostile or offensive to employees, contractors, vendors, residents or other members of the public.

Although not an inclusive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment:

- Unwelcome sexual advances, propositions or flirtations;
- Unwelcome attention of a sexual nature such as degrading comments, suggestive or lewd remarks, jokes, tricks or noises;
- Unwanted hugs, touches, kisses;
- Cartoons, photos, e-mails, etc. of a sexual nature;
- The threat or suggestion that continued employment, advancement, assignment or earnings depend on whether or not the employee will submit to or tolerate harassment;
- Retaliation for rejecting and/or complaining about sexual harassment.

Harassment is not limited to conduct occurring solely during regular business hours or at the work site. Instances in which it can occur may include during work-related meetings out of the office, social events, or other non-work related occasions. Behavior defined in this policy as sexual harassment may occur between people of the opposite or the same gender.

All employees are further advised that sexually oriented, explicit or offensive materials have no place within Town facilities. Such material may not be posted, displayed, shared or even possessed within Town facilities. Possession of such material, even if it is not posted or publicly displayed, will be considered a violation of Town policy and will subject the individual to disciplinary action up to and including termination of employment.

Any employee who believes that the actions or words of an individual in the workplace constitute any type of unwelcome harassment or unlawful discrimination has a responsibility to report such conduct to his/her immediate supervisor if the employee is unable to make a direct request that the conduct cease or if any such direct request made is ignored. If an employee is uncomfortable raising his/her complaint with someone to whom he/she reports, or if the complaint involves someone in his/her direct line of command, then that employee



should bring the complaint to the Human Resources Coordinator or the Town Manager. If the complaint involves the Town Manager, the employee should bring the complaint to the Human Resources Coordinator (who will contact any member of the Town Council) or directly to the Town Council Chair (who will then be responsible for contacting an HR Consultant or the Towns Labor representation to schedule a duly noticed meeting to determine further action).

The Town will take prompt action upon the receipt of a complaint of unlawful harassment or discrimination. All allegations of unlawful harassment or discrimination will be investigated promptly by the appropriate designated individual, including but not limited to, the Town Manager, the Human Resources Coordinator and/or an outside investigator. Confidentiality of the individual reporting the incident and of the investigation process itself will be preserved to the extent possible in accordance with applicable law. In this regard, the reporting individual, the alleged harasser or discriminator and any other individuals aware of the incident are required to treat this information in a confidential manner.

Any employee determined to have committed unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination of employment. Moreover, any individual who makes unwelcome advances, threatens, in any way discriminates, or harasses another individual based on a legally protected characteristic may be personally liable for monetary damages for such actions and their consequences. Finally, any individual who knowingly makes a false statement during the course of any investigation of unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination of employment.

The Town will not tolerate any reprisals against an employee who in good faith files a complaint of unlawful harassment or discrimination or who participates in the investigation of such a complaint. However, any individual who knowingly makes a false complaint or knowingly provides false information during the course of any investigation of unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination of employment.

A romantic or sexual relationship between a supervisor and his/her supervised employee is expressly prohibited. The Town considers sexual relationships between supervisors and their employees, even if deemed to be mutually consenting relationships, to be a basic violation of professional ethics and responsibility when one party has any professional responsibility for the other's job performance or professional future. Because of the asymmetry of these relationships, "consent" may be difficult to assess, may be deemed not possible, and may be construed as coercive. Such relationships also may have the potential to result in claims of sexual harassment for all staff.

If you have any questions regarding the interpretation of this policy, or questions regarding your rights under this policy, please contact the Human Resources Coordinator or the Town Manager.

## **VII. DISCIPLINE/DISCHARGE**

The Town has established disciplinary guidelines to promote fairness and consistency. All employees are expected to behave in an orderly, courteous manner and to fulfill the obligations set out in their job descriptions. If employees knowingly and willingly violate Town



**Town of East Hampton  
Anti-Harassment Policy**

**I. Purpose**

The Town of East Hampton (Town) is committed to providing and maintaining a work environment in which everyone is treated fairly and with respect and dignity. The Town strictly prohibits sexual harassment and harassment toward anyone, including, but not limited to, legally recognized and protected classes based on race, religion, age, sex, marital status, sexual orientation, gender identity or expression, genetic information, national origin, ancestry, military service, veteran status, or disability except in the case of, bona fide occupational qualification or business necessity. All Town officials and employees are expected to comply with this policy. The principles and complaint procedures set forth in this policy apply to sexual harassment and all other forms of harassment involving agency employees.

The Town of East Hampton will not create or tolerate a hostile work environment or harassment in any form. Management and elected officials will not use its authority to harass employees, take or fail to take personnel action as a reprisal against an employee for resisting or reporting any act of harassment, or tolerate any harassment, verbal or physical, of an employee toward another employee. Anyone who engages in such conduct will be subject to discipline up to and including immediate discharge. All supervisory staff members are responsible for regularly reminding employees of this policy, and all are responsible for seeing that our workplace is free of harassment.

**A. Sexual Harassment**

As the prevention of sexual harassment deserves special attention, some sections of this policy focus directly on sexual harassment. The policy establishes a zero tolerance standard for all forms of sexual harassment toward any employee or elected official.

**B. Other Forms of Harassment**

This policy is also applicable to the harassment of members of a legally protected class and other harassment visited upon a Town employee or elected official, as such behavior is not only unfair, but also may impede the Town's service to the public.

**II. Prohibited Conduct**

The Town of East Hampton will not tolerate harassment as defined in this policy by anyone, including any supervisor, co-worker, vendor, citizen, resident, client or customer, whether in the workplace, at assignments outside the workplace, at Town sponsored (social) functions or elsewhere.

**III. Effective Date**

This policy shall be effective immediately and shall remain in effect until revised or rescinded.



#### **IV. Definition**

A. **“Sexual Harassment”** is a form of sex discrimination, prohibited by both state and federal law (see C.G.S 46a-60(a)(8) and Title VII of the Civil Rights Act of 1964).

“Sexual harassment” means any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the person; or
3. Such conduct interferes with a person’s work performance or creates an intimidating, hostile or offensive working environment.

The offender or the victim of harassment may be either a man or a woman. Also, harassment can involve people of the same or the opposite sex.

B. **“Harassment”** is unwarranted and unwanted verbal or nonverbal conduct which threatens, intimidates or unduly annoys or insults another person, where such conduct has the purpose or effect of creating an offensive, intimidating, degrading or hostile environment, or interferes with or adversely affects a person’s work performance.

Harassment does not include the conduct or actions of supervisors intended to provide employee discipline, such as deficiency notices, performance evaluations, oral warnings, reprimands or other supervisory actions intended to promote positive performance and/or discourage negative behavior or performance.

#### **V. Examples of Harassment**

While it is not possible to list all circumstances that may constitute harassment, the following are some examples of conduct which, if unwelcome, may constitute harassment depending on the totality of the circumstances including the severity of the conduct and its pervasiveness.

##### **A. Sexual Harassment Examples**

- Unwanted sexual advances and explicit sexual proposals;
- Demands for sexual favors in exchange for favorable treatment or continued employment;
- Suggestive comments, sexually oriented teasing or practical jokes;
- Foul or obscene body language or gestures;
- Display of printed or visual material that is foul, obscene or offensive;
- Sending or viewing jokes, pictures or other information by email or the internet where the information is sexually explicit, or where it ridicules a person’s ethnicity, religion, sexual orientation or other unchangeable characteristics;
- Physical contact, such as touching, patting, pinching or brushing against another’s body.

## **B. Other Forms of Harassment Examples**

- Jokes about ethnicity, religious beliefs or practices, accents or gender specific traits;
- Repeated, unscheduled demands for attention and time regarding matters of a non-urgent nature that interfere with an employee's ability to perform his or her routine job duties in a timely and effective manner;
- Any communication or action that is demeaning, rude or inflammatory or otherwise incites anger, hurt, fear or embarrassment in the receiver of the communication or action;
- Unwanted questions or comments pertaining to any aspect of an employee's person or personal life;
- Unwanted contact at an employee home or in public especially when an employee is off duty. Examples of unwanted contact may include but are not limited to: calling an employee at their personal cell phone or land line; emailing an employee at their personal email address; and physically approaching and/or berating employees about work matters when the employee is off duty.

## **VI. Reporting Harassment**

### **A. Victims of Harassment**

If you believe that you are being harassed, you should clearly and promptly tell the offender that you want him or her to stop the behavior. If for any reason you do not wish to confront the offender directly or if confrontation does not successfully end the harassment, you shall immediately report the harassment to any one of the following people:

- Your supervisor or manager; or
- The Town Manager

Any employee or elected official who believes that he or she has been harassed in the workplace in violation of this policy may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, Eastern Region Office, 100 Broadway, Norwich, CT 06360 (Telephone number 860-886-5703; TDD Number 860-886-5707) and/or the Equal Employment Opportunity Commission, Boston Area Office, One Congress Street, Boston, MA 02114 (Telephone number 617-565-2300; TDD Number 617-565-3204). Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within 180 days of the date when the alleged harassment occurred. Remedies for sexual harassment include cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement.



**B. Employees or Elected Officials Who Witness Harassment**

Any employee or elected official who witnesses harassment or becomes aware that another employee or elected official has been subjected to prohibited harassment shall immediately report the conduct to one of the individuals listed above.

**C. Supervisors and Manager**

Any supervisor or manager who receives a complaint about harassment, retaliation or who believes that someone is engaging in conduct that may be prohibited must immediately report it to the Town Manager. Ignoring such conduct is not acceptable and may subject the supervisor or manager to disciplinary action.

**VII. No Retaliation**

The Town strictly forbids retaliation against employees or elected official who report harassment or who participate in internal or external investigations of harassment. The Town will not engage in any such retaliation nor will it permit employees or elected officials to do so. The Town will not tolerate retaliatory citizen behavior/actions towards employees or elected officials whom have reported harassment or participated in a harassment investigation. All employees or elected officials shall report all instances of retaliation to one of the individuals listed in section VI.A of this policy.

**VIII. Investigating Complaints**

The Town's policy is to take all complaints and reports of harassment seriously. All complaints and reports will be investigated promptly, impartially and discreetly. Once a complaint is received, an investigation will be undertaken immediately and all necessary steps taken to resolve the problem. Employees or elected officials have a duty and are obligated to participate in investigations when asked. Investigation of such matters will usually entail conferring with involved parties and any named or apparent witnesses. Where investigation confirms that harassment has occurred, the Town will promptly take corrective action. Discipline up to and including discharge from Town service, banning from Town facilities or property, or legal action may be implemented by the Town after the respondent to a complaint has had a chance to present his side of the case, and to rebut the claims made against him or her. In all cases, including those in which a harassment complaint is made against someone who is not a town official or employee, every effort will be made to ensure that the principles of due process of law are afforded to every respondent. In this context, depending on the circumstances, due process includes, but is not limited to, the right to sufficient notice of the claims against the respondent, the right to counsel paid for by the respondent and the opportunity to rebut the allegations of the complaint in the presence of a fair and impartial decision maker.

**IX. False Reports**

Disciplinary action may be imposed if the Town determines that a false complaint was made under this policy.

Adopted by Town Council: December 8, 2015



**DRAFT**

TOWN OF EAST HAMPTON  
RESOLUTION  
PAYMENT OF TAX ON MOTOR VEHICLES

WHEREAS the Town of East Hampton follows the motor vehicle taxation laws as identified in Connecticut general statutes under title 12;

WHEREAS the Town Council desires to split motor vehicle taxes greater than or equal to \$1000 in two semi-annual installments.

NOW THEREFORE BE IT RESOLVED the Town Council, effective grand list year October 1, 2015 for taxes billed on July 1, 2016, authorizes the Collector of Revenue to collect motor vehicle taxes greater than or equal to \$1000 in two semi-annual installments.

**Sec. 12-144a. Payment of tax on motor vehicles.** Irrespective of the provisions of sections 12-142 and 12-144, the appropriating body of each municipality, upon approving any budget calling for the laying of a tax on property, shall determine whether such tax as it applies to motor vehicles shall be due and payable in a single installment.

(February, 1965, P.A. 43, S. 1; P.A. 76-338, S. 3, 8; P.A. 77-343, S. 2, 5; P.A. 79-595, S. 2, 3.)

History: P.A. 76-338 required tax on motor vehicles to be paid in single installment whereas previously decision was to be made by municipality's appropriating body; P.A. 77-343 returned decision re installments to appropriating body except that tax levied on motor vehicles in accordance with Sec. 12-71b to be due in single installment, effective June 6, 1977, and applicable to any motor vehicle on assessment list of any town as of October 1, 1976, and any motor vehicle registered or in use in this state thereafter; P.A. 79-595 deleted proviso re taxes in accordance with Sec. 12-71b, effective January 1, 1980, and applicable to assessment year commencing October 1, 1980, and each assessment year thereafter and to any tax due under Sec. 12-71b on January 1, 1980.

**Sec. 12-144. Payment of taxes of not more than one hundred dollars.** Any property tax due in any municipality of this state in an amount not in excess of one hundred dollars shall be due and payable in a single payment when so determined by the appropriating body of such municipality.

(1949 Rev., S. 1826; 1959, P.A. 157, S. 1; P.A. 81-9, S. 1, 2.)

History: 1959 act raised amount to be paid in single payment from \$20 to \$50; P.A. 81-9 provided that tax of \$100 or less be paid in single payment when approved by the municipality, where single payment previously required for tax of \$50 or less, effective March 31, 1981, and applicable in any municipality to assessment year commencing October 1, 1980, and each assessment year thereafter.

NANCY HASSELMAN CCMC  
COLLECTOR OF REVENUE  
P.O. BOX 178  
EAST HAMPTON, CT 06424

Seq	Unique ID	Name/Addr/Property Loc	TOTAL PAID
1	52932	DAIMLER TRUST	\$2,750.78
2	57341	LAPLANTE RICHARD E	\$1,924.32
3	60151	PORSCHE LEASING LTD	\$1,895.43
4	64123	PORSCHE LEASING LTD	\$1,864.32
5	62373	SUBURBAN SANITATION	\$1,817.65
6	57071	KOVACH ROBERT JAMES	\$1,783.48
7	55893	HINTZ THEODORE W JR	\$1,603.46
8	60966	ROSSI THEODORE P	\$1,384.00
9	61594	SEYDEWITZ THOMAS OR	\$1,365.39
10	54675	GAUTHIER ROYALE P OR	\$1,328.72
11	52933	DAIMLER TRUST	\$1,327.33
12	55747	HERDMAN WILLIAM C	\$1,318.44
13	57755	LOOS DONALD G OR	\$1,318.44
14	63225	VICINO RICHARD F	\$1,318.44
15	51968	CARNICELLI JOSEPH OR	\$1,298.99
16	51184	BOCHAN DAVID P JR COM	\$1,245.66
17	50078	ADINOLFI TRACY E	\$1,239.54
18	60132	POLSONETTI BRYAN W	\$1,207.04
19	59526	OWEN PAUL V	\$1,201.76
20	53069	DATCO INC	\$1,186.21
21	53070	DATCO INC	\$1,186.21
22	53071	DATCO INC	\$1,186.21
23	53072	DATCO INC	\$1,186.21
24	53073	DATCO INC	\$1,186.21
25	53075	DATCO INC	\$1,186.21
26	52536	CONNECTICUT LIGHT AND	\$1,182.32
27	62650	THE LYON AND BILLARD CO	\$1,162.87
28	63153	VAULT TRUST	\$1,149.26



NANCY HASSELMAN CCMC  
COLLECTOR OF REVENUE  
P.O. BOX 178  
EAST HAMPTON, CT 06424

Page 2

Date 05/06/2016

TOWN OF EAST HAMPTON

Tax Total Of TOWN

Year 2014 TO 2014

Conditions:

Seq	Unique ID	Name/Addr/Property Loc	TOTAL PAID
29	54170	FINANCIAL SER VEH TRUST	\$1,133.15
30	50829	BEAUDOIN YVON A	\$1,128.98
31	60949	ROSADO ANNMARIE L OR	\$1,128.15
32	64121	FINANCIAL SER VEH TRUST	\$1,120.09
33	53097	DATCO INC	\$1,117.03
34	54233	FLANNERY BRENDAN	\$1,116.20
35	52527	CONNECTICUT LIGHT &	\$1,110.92
36	52537	CONNECTICUT LIGHT AND	\$1,108.42
37	62378	SUBURBAN SANITATION SERV	\$1,084.53
38	53055	DATCO INC	\$1,083.70
39	53056	DATCO INC	\$1,083.70
40	53076	DATCO INC	\$1,083.70
41	53089	DATCO INC	\$1,083.70
42	62612	TAZ TRUCKING LLC	\$1,078.70
43	56641	KAHN DAVID A	\$1,049.25
44	56646	KAHN JEFFREY S	\$1,049.25
45	54168	FINANCIAL SER VEH TRUST	\$1,044.81
46	50459	ASPHALT PAVING BY LEE	\$1,037.86
47	56127	HURNE DARIN M	\$1,035.08
48	63585	WHEELER PHILIP A	\$1,030.64
49	50431	ARROW FENCE INC	\$1,029.25
50	57485	LEE TONY L COM	\$1,027.30
51	54222	FLANAGAN MICHAEL T JNT	\$1,024.80
52	52014	CARROLL EDWARD J	\$1,022.86
53	52554	CONNECTICUT LIGHT AND	\$1,013.69
54	57418	LAWSON BRUCE F OR	\$1,004.52
55	54807	GIANINOTO JEFFREY P	\$1,003.41
Total Tax:			\$68,638.59
Total Account: 55			

**Sirois, Cathy**

---

**From:** Maniscalco, Mike  
**Sent:** Friday, May 06, 2016 9:05 AM  
**To:** Sirois, Cathy  
**Subject:** FW: Town Hall & Community Center

Please include the below email string in the packet as well.

Michael Maniscalco, MPA  
Town Manager  
Town of East Hampton  
20 E. High St.  
East Hampton CT, 06424

860-267-4468

Please note the change in email to: [mmaniscalco@easthamptonct.gov](mailto:mmaniscalco@easthamptonct.gov)

Follow us on Twitter @EHTown\_manager

-----Original Message-----

From: Troy Karwowski [mailto:[troy@savmorct.com](mailto:troy@savmorct.com)]  
Sent: Wednesday, April 27, 2016 3:06 PM  
To: Maniscalco, Mike <[mmaniscalco@easthamptonct.gov](mailto:mmaniscalco@easthamptonct.gov)>  
Cc: Angeli, Mike <[mangeli@easthamptonct.gov](mailto:mangeli@easthamptonct.gov)>; Harwood, Don  
<[DonHarwood@easthamptonct.org](mailto:DonHarwood@easthamptonct.org)>; Jason Harvey <[jay@savmorct.com](mailto:jay@savmorct.com)>  
Subject: RE: Town Hall & Community Center

Mike,

I've made sure that all subs and equipment are inline so that the project should move smoothly and without delay.

The Center School is one of the largest parts of this entire project seeing that it involves - abatement - new boiler - controls - new burner - oil tank removal - chimney liner.

Thank you,

Troy Karwowski  
President

231 Captain Lewis Dr.  
Southington, CT 06489  
[www.savmorct.com](http://www.savmorct.com)

-----Original Message-----

From: Maniscalco, Mike [mailto:[mmaniscalco@easthamptonct.gov](mailto:mmaniscalco@easthamptonct.gov)]  
Sent: Wednesday, April 27, 2016 3:00 PM

To: Troy Karwowski  
Cc: Angeli, Mike; Harwood, Don; Jason Harvey  
Subject: Re: Town Hall & Community Center

Troy,

I have a couple of concerns with getting all of the schools done during the summer. We need to make sure we do not run into any timing issues. Also, I have a Councilor asking why the Center School project is going to take so long? I am sure you can provide a better explanation than I can.

Best,

Michael Maniscalco, MPA  
Town Manager  
Town of East Hampton  
860-267-4468

Sent from my iPhone

> On Apr 27, 2016, at 2:57 PM, Troy Karwowski <troy@savmorct.com> wrote:  
>  
> All,  
>  
> Please see updated schedule which includes a change in the abatement date for Center School and the addition of the tank removals.  
>  
> Let me know if you have any questions or concerns.  
>  
> Thank you,  
>  
> Troy Karwowski  
> President  
>  
>  
>  
> 231 Captain Lewis Dr.  
> Southington, CT 06489  
> www.savmorct.com  
>  
> -----Original Message-----  
> From: Troy Karwowski  
> Sent: Tuesday, April 19, 2016 2:55 PM  
> To: 'Maniscalco, Mike'  
> Cc: Angeli, Mike; 'Harwood, Don'; Jason Harvey  
> Subject: RE: Town Hall & Community Center  
>  
> All,  
>  
> Please see updated construction schedule. Please let me know if you have any questions.  
>  
> Thank you,  
>  
> Troy Karwowski  
> President

>  
>  
>  
> 231 Captain Lewis Dr.  
> Southington, CT 06489  
> www.savmorct.com  
>  
>  
> -----Original Message-----  
> From: Maniscalco, Mike [mailto:mmaniscalco@easthamptonct.gov]  
> Sent: Thursday, April 14, 2016 4:46 PM  
> To: Troy Karwowski  
> Cc: Angeli, Mike  
> Subject: Town Hall & Community Center  
>  
> Troy,  
>  
> Hope this finds you well. The weather seems to be on a warming trend and I wanted to see if we  
can get these two facilities scheduled for a change over to gas.  
>  
> Best,  
>  
> Michael Maniscalco, MPA  
> Town Manager  
> Town of East Hampton  
> 860-267-4468  
>  
> Sent from my iPhone  
> <Proposed Construction Schedule (REVISED 4-27-16).pdf>





**PROPOSED CONSTRUCTION SCHEDULE**  
 Town of East Hampton Gas Conversion  
 Project #150062

Sav-Mor Cooling & Heating, Inc.

Contract Date: 7/16/15

Onsite Work Start Date: 12/21/15

Completion Date: 8/16/16

**REVISED 4/27/16**

		FC-2 Public Works Building	FC-9 BOE Central Office	FC-4 Fire Station Company 1	FC-1 Town Hall	FC-5 Library	FC-8 Center School	FC-6 Middle School	FC-7 Memorial School
Week 1	12/21/15 - 12/25/15	X							
Week 2	12/28/15 - 1/1/16	X							
Week 3	1/4/16 - 1/8/16		X						
Week 4	1/11/16 - 1/15/16								
Week 5	1/18/16 - 1/22/16								
Week 6	1/25/16 - 1/29/16								
Week 7	2/1/16 - 2/5/16								
Week 8	2/8/16 - 2/12/16								
Week 9	2/15/16 - 2/19/16								
Week 10	2/22/16 - 2/26/16			X					
Week 11	2/29/16 - 3/4/16								
Week 12	3/7/16 - 3/11/16								
Week 13	3/14/16 - 3/18/16								
Week 14	3/21/16 - 3/25/16								
Week 15	3/28/16 - 4/1/16								
Week 16	4/4/16 - 4/8/16								
Week 17	4/11/16 - 4/15/16								
Week 18	4/18/16 - 4/22/16								
Week 19	4/25/16 - 4/29/16								
Week 20	5/2/16 - 5/6/16								
Week 21	5/9/16 - 5/13/16								
Week 22	5/16/16 - 5/20/16				X				
Week 23	5/23/16 - 5/27/16					X			
Week 24	5/30/16 - 6/3/16					X			
Week 25	6/6/16 - 6/10/16					X			
Week 26	6/13/16 - 6/17/16					X			
Week 27	6/20/16 - 6/24/16						X		

# **PROPOSED CONSTRUCTION SCHEDULE**

Town of East Hampton Gas Conversion

Project #150062

Sav-Mor Cooling & Heating, Inc.

Contract Date: 7/16/15

Onsite Work Start Date: 12/21/15

Completion Date: 9/16/16

	FC-2 Public Works Building	FC-9 BOE Central Office	FC-4 Fire Station Company 1	FC-1 Town Hall	FC-5 Library	FC-8 Center School	FC-6 Middle School	FC-7 Memorial School
Week 28						X		
Week 29						X		
Week 30						X		
Week 31						X		
Week 32						X		
Week 33							X	
Week 34							X	
Week 35							X	
Week 36							X	
Week 37								X
Week 38								X
Week 39								X

**REVISED 4/27/16**

## **Abatement Schedule**

Town Hall - 5/9/16 - 5/13/16  
 Library - 5/16/16 - 5/20/16  
 Center School - 6/20/16 - 6/24/16  
 Middle School - 7/25/16 - 7/29/16

## **Days Off**

Memorial Day - 5/30/16  
 Independence Day - 7/4/16  
 Labor Day - 9/5/16

## **Tank Removal**

Library - 6/20/16 - 6/24/16  
 Center School - 8/1/16 - 8/5/16  
 Middle School - 8/29/16 - 9/2/16  
 Memorial School - 9/12/16 - 9/16/16





May 6, 2016

To: The East Hampton Town Council

Documentation of the below listed tax refunds are available in the Tax Office for your review if you so desire. The refunds total \$479.18.

Thank you for your assistance.

*Nancy Hasselman, CCMC*

Nancy Hasselman, CCMC  
Collector of Revenue

0 • C
74 • 31 +
70 • 12 +
318 • 08 +
13 • 79 +
2 • 88 +
479 • 18 *
0 • C

## **BOARD AND COMMISSION SUMMARY APRIL, 2016**

### **Arts & Culture Commission**

The Arts & Culture Commission met on Thursday, April 21<sup>st</sup> at the Joseph N. Goff House. The Commission welcomed its new East Hampton High School student representative Ally Brogan, who will be attending our meetings and acting as liaison for the High School.

The commission voted and unanimously to award its 2016 grants of \$500 each to Blackledge Music Inc. and the Chatham Historical Society.

Student art awards will be presented during the May 19<sup>th</sup> meeting at the Sears Park Gazebo or in the pavilion if it rains.

Goodspeed Music Director Wade Russo will be invited to present a program on this year's show at the Goodspeed Opera House Bye Bye Birdie. Possible dates are June 28 or 29 in the Library community room.

The date for this year's Open Studio is Saturday, October 22<sup>nd</sup> from 10 a.m. to 4 p.m.

The Town Manager's secretary has asked the commission to find an alternate space to meet so that the Design Review Board could use the Town Hall on the third Thursday. Commissioners agreed, if available, to meet at the Joseph N. Goff House Museum

The commission currently has two vacancies

### **Board of Finance**

During their meeting on April 4<sup>th</sup>, the Board of Finance approved the version of the 2016-2017 Town Budget that they are recommending to the Town Council (equaling a 1.77 increase to the Mill Rate (New Mill Rate = 29.55).

### **Brownfields Redevelopment Agency**

The Brownfields Redevelopment Agency held their regular meeting on April 25. The Agency discussed the STEAP Grant for 13 Watrous and the draft of the Plan of Conservation & Development.

### **Charter Revision Commission**

The Charter Revision Commission held meetings on April 6<sup>th</sup> & 20<sup>th</sup>. In-depth discussions were held on the method of filling vacancies on Commissions. A proposed language change for this charge (Chapter VI, sec 6.4 – Vacancies in Elective Offices) was approved. Additionally a proposed language change for section 2.1 was approved (remuneration/volunteering of appointed and/or elected officials). Also talked about was adding a proposed section regarding swearing in of newly elected officials. This will be discussed further in May.

## **Clean Energy Task Force**

No meeting

## **Commission on Aging**

The Commission on Aging met on Thursday, April 14<sup>th</sup> at the Senior Center. The Commission discussed senior discounts that are offered at various businesses in town. May is Older Americans Month and many activities are planned at the Senior Center including an Ice Cream Social sponsored by the Commission on Aging. The Commission will be hosting a seminar entitled "The Dementia Tour" in June. A second Round Table Meeting will be held on Wednesday, May 11<sup>th</sup> at the Portland Senior Center with many surrounding towns participating. The Commission would like to promote the Everbridge system to the seniors. The members are also looking into a survey related to seniors in the community.

## **Conservation-Lake Commission**

The Conservation-Lake Commission held their regular meeting on April 14<sup>th</sup>. Plans were reviewed for a timber harvest of a 4 lot sub-division on Old Young. Lake clean-up will be April 23<sup>rd</sup>. Discussion occurred on the beta testing that will soon occur on hydroponic islands in the lake. This is a project being done by high school student Ehren Meisinger.

## **Design Review Board**

The Design Review Board approved a motion to make Tom Adams the liaison between the DRB and the PZC. The Board reviewed an application submitted by West High Street, LLC, 201 West High St. for a change of use in sections of Building #2 from contractor storage space to commercial units with additional parking. A motion to accept Board recommendations regarding emergency access, signage, sidewalks and frontage was passed.

## **Economic Development Commission**

The Economic Development Commission held their regular meeting on April 19<sup>th</sup>. Steve & Lisa Motto of Dream Developers were present to discuss economic development at the Edgewater Hill site. The commission voted to move forward with the East Hampton Events publication and the monthly Belltown Spotlight on Business.

## **Ethics Commission**

No meeting

## **Fire Commission**

The Board of Fire Commissioners held their regular meeting on April 11<sup>th</sup>. They approved the replacement of the failed hot water heater at Co#2 and purchase of various firefighting supplies, some of which will be for the new truck. A workshop for building repairs will occur on April 20<sup>th</sup>. The Chief's secretary was approved to do a data entry project for zone/road mapping of East Hampton roads for Glastonbury dispatch.



### **High School Building Committee**

The East Hampton High School Building Committee held their regular meeting on April 21<sup>st</sup>. It was noted that the project is progressing on schedule; about 75% of the building will be done by school start in September. Discussion occurred regarding unknown leaching galleries found under the road, and purchase of tech items.

### **Inland Wetland Watercourses Agency**

At the April 27, 2016 IWWA meeting the Agency:

- Lifted the Cease and Desist Order at 135 Middle Haddam Road
- Approved the application of Kyle Crowthers, 15 Daly Road, New Single Family Home Construction with 35' x 35' Garage and driveway in Upland Review Area
- Approved the application of Steve Acerbo, 000 Old Young Street, 4-Lot Residential
- Received and continued the application of Christopher Cozzi, 73 Meeks Point Road, Residential Alterations in the Upland Review Area
- Reviewed East Hampton IWWA timber harvest practices and procedures
- Received a status report on the Lake Study
- Continued to review open permits
- Received a status report on the 2016 POCD

### **Joint Facilities**

No meeting

### **Middle Haddam Historic District Commission**

No meeting

### **Parks & Recreation Advisory Board**

At the April 5<sup>th</sup> Parks and Recreation Advisory Board Meeting, the Board discussed the upcoming Spring and Summer programs, summer employees and the Summer Concert Series. The Board also discussed creating a sub-committee for the potential Dog Park project and for the potential Seamster Field project.

### **Planning & Zoning Commission**

At the April 6, 2016 PZC meeting the Commission:

- Scheduled a public hearing on 05/04/2016 for a 3-Lot Subdivision on Clark Hill Road (this was subsequently rescheduled to 06/01/2016)
- Approved the application of West High Street LLC, 201 West High Street, for a Commercial Site Plan Modification - Building A/B Change of Use from Contractor Storage to Commercial and Additional Parking
- Approved the application of Scott Goodspeed, 85 Main Street, for a Commercial Site Plan Modification - Change of Use from Industrial Print Shop to Professional Office/Shop for Custom Work

- Considered and continued an application of Skyline Estates LLC for Five-Year Extensions of Permit Nos. PZ92335, PZ92364, and PZ92392 for the Skyline Estates Subdivision
- Discussed the Design Review Board Guidelines with members of the DRB
- Received a status report on the 2016 POCD
- Continued review open road performance bonds

### **Water Development Task Force**

The meeting of the Town of East Hampton's Water Development Task Force was held at the Colchester/East Hampton Water Pollution Control Authority Meeting Room on Thursday, April 14, 2016.

**Town Water Systems:** The members were joined by Don Innicelli from Woodard and Curran to leverage his knowledge and expertise on possible existing water system improvements and interconnections as well as any new water sources. Based on the discussion, members will be speaking to the Town Manager and Town Council to seek approval to explore state grant assistance and if feasible, create an alternatives analysis/feasibility study.

**RFEI Process:** Based on the two responses received from the RFEI process and Mr. Smith's conversations with each company, the members agreed that neither response is viable to consider at this time and it, therefore, is not necessary to meet with either. Mr. Smith will pull together a draft letter of response to each and distribute to the members for edits. Once approved, Mr. Smith will send to the responding companies.

### **Water Pollution Control Authority**

The meeting of the Town of East Hampton's Water Pollution Control Authority was held at the Colchester/East Hampton Water Pollution Control Authority Meeting Room on Tuesday, April 5th. Key items discussed in this meeting included the approval of the 2016/17 Expense Budget of \$1,188,973 which reflects a proposed decrease in expenses of \$8,893 or 0.74% under last year. Also, the members approved the latest version of the Sewerage Transit and Disposal Agreement between the East Hampton WPCA and the Town of Portland with next steps being review by the Town Attorney.

### **Zoning Board of Appeals**

At the April 11, 2016 ZBA meeting the Agency:

- Continued Election of Officers to the next regularly scheduled meeting so all members may be present
- Granted a front yard setback variance for George and Alannah Coshaw, 26 Shipyard Road